



JOB DESCRIPTION

TITLE: Administrative Specialist II	JD: 078
DEPARTMENT: Planning and Community Development, Public Works, Finance and Administrative Services	EFFECTIVE DATE: 8/1/13, rev 9/8/16, rev 12/7/16
REPORTS TO: Planning Manager, Public Works Administrative Supervisor, Budget/Operations Manager, Accounting Manager	FLSA STATUS: Non-Exempt
SUPERVISES: N/A	UNION STATUS: Represented

ABOUT THE CITY OF BAINBRIDGE ISLAND

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

JOB PURPOSE/SUMMARY

The Administrative Specialist II has responsibility for a range of administrative and staff services within a specific department. Day-to-day duties vary depending on City work plan, critical issues and departments. Duties include planning and coordination of regular department functions, developing and maintaining City and department administrative procedures, preparing and reviewing standard and special reports, and preparing and maintaining spreadsheets, databases and similar computer support activities.

PERFORMANCE EXPECTATIONS

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS

The Administrative Specialist II classification is distinguished from the Administrative Specialist I classification by the assignment of a full range of responsibilities. Some essential functions are specific to an assignment area, and some are applicable to all areas.

- Functions as a hands-on administrator, working with colleagues to plan projects and coordinate day-to-day activities.
- Coordinates and performs administrative duties to support department functions, including maintaining programs in compliance with City and department standards and protection of sensitive information.
- Creates, summarizes, reviews, edits or distributes a variety of documents such as correspondence, reports, records, legal documents or forms.
- Performs research and prepares related reports.
- Coordinates and performs communications duties relating to public meetings or citizen committee functions, including setting up and taking down meeting facilities; works with members of the

department or citizen committee representatives to prepare and publish notices, agendas, minutes, letters, memoranda, reports and other official department communications.

- Attends meetings, takes notes and prepares minutes in publishable form.
- Provides general internal and external customer service, including answering department telephone and email, taking messages and resolving or referring issues to appropriate staff person.
- Coordinates and processes mass mailings, including composing documents, producing address lists and completing mailings.
- Creates, maintains and utilizes multiple complex databases and computer programs.
- Creates, maintains and utilizes official records, permits and reports, in both original and electronic formats; maintains filing systems by adding, deleting, purging and destroying records in accordance with established procedures.
- Provides administrative support to members of the department to include matters such as scheduling, travel planning, drafting and formatting communications, as well as responsibility for day-to-day office routines such as processing mail and ordering supplies.
- Maintains timely and regular attendance.
- Other duties as assigned.

Finance and Administrative Services

- Provides primary customer service support for City Hall front desk; welcomes visitors and answers the main telephone line, providing information on a variety of city and community services; screens and transfers calls.
- Receives and processes paperwork; distributes mail.
- Receipts and reconciles financial transactions, including credit card payments.
- Prepares and delivers daily bank deposits; reviews and matches electronic payments to bank records.

Planning and Community Development

- Prepares legal notices for publication.
- Prepares neighborhood mailings relating to permit applications.
- Processes invoices for payment.
- Prepares, scans and indexes documents into permit tracking system.

Public Works

- Processes invoices for payment.
- Enters time and attendance information.
- Administers work order system.
- Assists staff with projects, including budget and contract administrative tasks; assists with project and performance audits.

KNOWLEDGE OF:

- General municipal government policies, codes, procedures, terminology and related regulations.
- Professional standards for business correspondence, writing, spelling and grammar.
- Principles of business communication, research techniques and report preparation.
- Modern office procedures, methods and equipment, including computers.
- Mathematical principles and practices of moderate complexity.
- City organization, operations, policies and procedures

ABILITY TO:

- Effectively plan, coordinate and complete support functions on time, and to maintain multi-task priorities during frequent interruptions.
- Coordinate and complete specialized departmental duties requiring understanding of City practices as well as department practices and procedures; applicable to financial matters as well as compliance with federal, State, City and other regulations.
- Problem solve customer service matters that require clarifying requests, performing research and problem solving on behalf of the department management team, providing responses to enquiries and maintaining response logs, records, and documentation.

- Tactfully and courteously deal with members of the public seeking information about City services and activities.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships.
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

PREFERRED QUALIFICATIONS

Graduation from high school or General Equivalency Diploma, supplemented by continuing education and two years of office clerical support experience is preferred; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.

WORKING CONDITIONS

The regular work schedule is Monday through Friday, 8 am to 5 pm. Work is primarily performed in an office which is busy, oriented to public service and subject to regular work interruptions. Noise level is moderate. This position requires extensive telephone and computer operations, and infrequently requires outdoor work, which includes driving a vehicle. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions. Attendance at meetings before or after regular work hours may be required.

PHYSICAL REQUIREMENTS

Continuous repetitive arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The employee must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 30 pounds.

The City of Bainbridge Island is an Equal Opportunity Employer. We hire, train and promote without discrimination due to race, color, religion, gender, national origin, ancestry, marital status, honorably discharged veteran or military status, age, sexual orientation, genetic information or disability. Hiring, promotions, lay-offs, discharge, rates of pay, training and other employment activities will be consistent with this Equal Opportunity Statement.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.